

DEPARTMENTAL BUDGET INFORMATION BUDGET (12)

MISSION

The mission of the Budget Department is to compile and monitor all necessary financial planning information and make recommendations so that the City Administration can efficiently deliver quality services to preserve the public safety, promote economic development and strengthen the financial base of the City.

DESCRIPTION

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year, and relating financial activity to the plan expressed by the budget and to the long-term strategic direction set for the City. Development, implementation, and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff coordinate city employee travel, employee telecommunications approvals, and perform management audits of City operations as staffing levels permit.

MAJOR INITIATIVES

In the current fiscal year, Management and Information Systems Division staff have worked with the City's Travel Agent, Passageways Travel, to extend their service agreement in light of the dramatic changes in the travel industry post- 9/11. The booking fees increased from \$20 to \$35 per ticket effective December 2002, consistent with local travel agent increases. By the end of the current fiscal year, we expect to have a Quick Start agreement in place with Northwest Airlines for 5% discounts on

employee flights. In the coming fiscal year, we will continue to evaluate travel arrangement options with an eye on industry changes.

Telecommunications approvals were transferred from ITS to Budget in 2002-03. Based on an analysis of current services throughout the city, inactive cellular and pager accounts will be deactivated starting in Spring of 2003. Staff will commission an inventory of landlines in order to begin tracking service usage to programs. In 2003-04, as the inventories are completed, a new telecommunications usage policy for city agencies will be drafted and issued.

Budget staff continues to support the Vehicle Management Steering Committee, initiated in July 2001, and to represent the Department on the City Council Budget Monitoring Task Force. The Budget Director and Deputy Budget Director share a seat on the Vehicle Steering Committee, and Policy Analysis Division staff continue to refine the agency planning process and provide research and information to the Committee. Until the Fleet Manager position is filled and the Fleet Management Unit fully operational, Budget will continue to staff the Committee.

The Annual Public Budget Meetings were held in October 2002. The Citizen Survey period (September 1 through November 1) produced more than 800 surveys. These findings were compiled into the Citizen Budget Program report, which was presented to Council, participating departments, key Executive Branch officials, and all those attending the public meetings. The Citizen Budget Program will be the

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platform for continued public outreach in the form of these meetings and public information materials. Additional copies of reports were prepared, and made available on the city's website.

The Budget Department continues to be a leader in the City's application of new technologies, and is developing an Intranet site to facilitate budget development, telecommunications and travel approvals, and policy information flow among city agencies. The site will roll out in the 2003-04 fiscal year, and we expect it will help clarify the role of the Budget Department and be an important tool to support city agencies' activities.

Budget staff lead BRASS training sessions and the Budget Request Seminar for agencies in the Fall of 2002. These sessions continue to be associated with training manuals and are well attended. We are in the

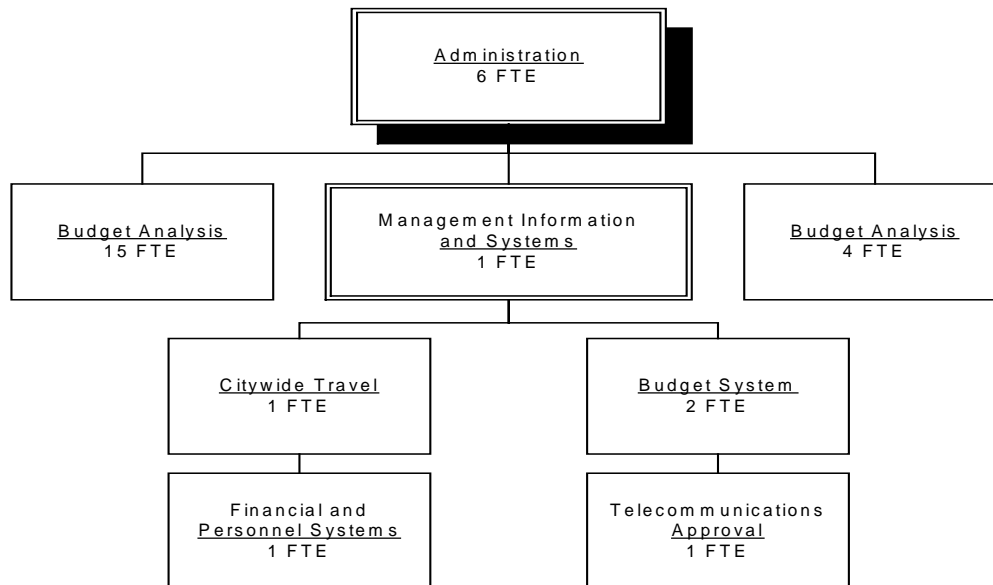
fifth year of using Windows-based BRASS; software updates are received without charge and assure compatibility with new Oracle versions of DRMS.

PLANNING FOR THE FUTURE

We would like to redesign our Executive Budget to make information easier to use. The success of the e-Budget has not reduced the burdens of printing, and staff are exploring other technologies for distribution, storage and retrieval. We also continue to look at ways to increase agency compliance with critical budget development deadlines, such as the submission of agency Requests each December and agency narratives in February.

Integrating geographic information systems (GIS) capability into our budgetary planning, in order to assist the administration in the use of administrative districts as tracking and planning tools.

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PERFORMANCE GOALS, MEASURES AND TARGETS

Goals: Measures	2001-02 Actual	2002-03 Projection	2003-04 Target
Develop quality departmental and city-wide financial plans: Agencies attending Budget Request Seminar	42	34	40
Monitor conformity of Departmental activities with financial and operations plan: Estimated General Fund expenditures as % actual	99%	99%	99%
Team site visits to departments	75	35	75
Assist in the ongoing formulation of the Administration's priorities related to the Core Services through systematic communication of quality fiscal analyses: Total citizen participation in the annual citizen budget program	461	906	1,000
Management Audit reports completed	4	4	4
Provide efficient, quality and user-friendly services to departments: Average number of days turnaround on Personal Service Contracts	13.8	14	10
Average number of days on personnel letters	17.7	15	10
Average number of days turnaround on Finance/Council letters	10.9	11	10
Average number of days between travel request and approval	6.93	6.9	7
Department satisfaction ratings (1-5 scale)	3.84	3.81	4.0
Personnel letters and requisitions evaluated and processed	2,584	2,500	2,500
Council and Finance letters evaluated and processed	457	450	450
Personal Service Contracts reviewed, evaluated and processed	395	300	300

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EXPENDITURES

	2001-02 Actual Expense	2002-03 Redbook	2003-04 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,761,632	\$ 1,802,364	\$ 1,907,255	\$ 104,891	6%
Employee Benefits	822,853	906,077	1,112,509	206,432	23%
Prof/Contractual	90,887	-	-	-	0%
Operating Supplies	55,271	55,500	55,501	1	0%
Operating Services	200,882	211,422	228,504	17,082	8%
Capital Equipment	-	-	-	-	0%
Capital Outlays	-	-	-	-	0%
Other Expenses	27,449	7,000	8,750	1,750	25%
TOTAL	\$ 2,958,974	\$ 2,982,363	\$ 3,312,519	\$ 330,156	11%
POSITIONS	31	32	31	(1)	-3%